

Students' Association Constitution and By-Laws

Article I: Name

The name of this organization shall be the Los Alamos National Laboratory Students' Association, hereinafter referred to as the Students' Association (SA). SA is a Laboratory sanctioned organization. The motto of SA shall be "By students, for students" to reflect its mission.

Article II: Mission

The mission of the Students' Association is to:

- Represent students at Los Alamos National Laboratory (LANL),
- To improve the quality of life and education for all people entering Laboratory student programs, and to

Article III: Powers

The powers defined herein and delegated to the Students' Association by its members are delegated by it to such bodies of its own creation as are deemed necessary to carry out its mission.

Article IV: Membership

Section A: Definition

Any person participating in any of the LANL student or special programs, including student guests, is a member of the Students' Association.

Section B: Rights to Membership

Membership in the Students' Association shall not be denied or abridged to any LANL student intern or guest because of race, color, creed, religion, age, marital status, national origin, gender, sexual orientation, or physical abilities.

Section C: Right to Hold Office

All members of the Students' Association meeting the requirements are eligible and encouraged to seek, obtain, and hold office without discrimination or abridgment because of race, color, creed, religion, age, marital status, national origin, gender, sexual orientation, or physical abilities.

Article V: Organization

Section A: The Laboratory

Students intern within every division and program in the Laboratory. SA is among the most influential organizations in the Laboratory. SA advises the appropriate individuals on issues that affect its mission. In addition, SA maintains close ties with the Student Programs Advisory Committee (SPAC), the Science Technology Base-Education Program Office (STB-EPO), the University of California-Office of the President

(UCOP), and the Human Resources Division (HR). These relationships are vital to the effective operation of SA.

Section B: Reporting Structure

The Students' Association champion is STB-EPO. The SA advisor is part of STB.

Section C: Students' Association

SA Officers are comprised of: Chair, Vice Chair, Secretary, Treasurer, and Webmaster. The SA Officers are responsible for maintaining contacts with SPAC, STB-EPO, UCOP, and HR, as well as, representing the student body. In addition, SA has sub-committees that organize activities for all students. The membership of these committees is not limited to SA Officers. Each committee will have a chair responsible for organizing events that support the SA mission.

Article VI: SA Officers

Section A: Authority

All executive authority is assigned to the SA Officers who are responsible for executing, defending the policies, and for promoting the welfare and interests of the student body.

Section B: Powers

The SA Officers consist of the Chair, Vice Chair, Secretary, Treasurer, and Webmaster. Each SA Officer will chair at least one sub-committee. Sub-committees may include but are not limited to: by-laws, budget, elections, summer social and educational activities, year-round activities, and planning. As an executive body, the sub-committee may enact, by majority vote, legislation that abides by LANL, UC and DOE Policies and Procedures, Local, State and Federal Laws.

The actions of the SA Officers shall be enacted upon by a majority vote based on student body research, needs, and interests. The authority of the SA Officers includes but is not limited to:

- Preparing, administering, and expending the annual SA budget for approval by STB-EPO;
- Chartering new committees;
- Organizing SA events and meetings.

Section C: Qualifications

The qualifications and conditions for SA Officers shall be as follows:

- Officers shall be elected independently by and from the Students' Association at-large.
- Election of officers will be held each July.
- New officers will be inducted in a ceremony including the Oath of Office in August.
- Oath of Office: *"I, (name and position), affirm that I will preserve, protect, and defend the Constitution of Los Alamos National Laboratory Students"*

Association, and that I will execute the duties of my office to the best of my ability.”

- A minimum of one transition meeting with the outgoing, and incoming officers and the SA Advisor will be held.
- To qualify for an officer position, the officer must be active and present at committee meetings and able to commit to the one year appointment (must be a year round LANL student).
- An Officer shall forfeit office upon termination of appointment in student programs at LANL. The Officer must notify the SA Advisor immediately upon termination. The existing SA Officers, including the outgoing officer will meet in order to discuss the transition, as well as, additional SA needs. The outgoing officer will hold office until the transition meeting and future plans have been approved through SA. In the event that there is a vacant or an inactive position, a special election will be held.
- An Executive Officer may not hold more than one SA office at a time.
- SA Officers positions are voluntary. No compensation benefits may be obtained for Executive Offices.
- In the event of a vacant or inactive officer position a special election will be held.
- Inactive officers are eligible to run for office after a one year period.

Section D: Responsibilities and Authorities

The following responsibilities are intended to act as a guideline that will be modified as needed. The authority of the SA Officers shall be distributed as follows:

1) Chair

- a) Serves as Chief Executive Officer of SA.
- b) Has co-signature authorization over all budgetary expenditures with the treasurer.
- c) Coordinates all meetings including: SA meetings, Student All Hands meetings, and attendance and participation at Student Programs Advisory Committee (SPAC) and other student related activities.
- d) Serves as a voting member of the (SPAC).
- e) Schedules and presides over all business meetings.
- f) Develops, implements, and manages strategic efforts for membership retention, growth, and the development of student activities.
- g) Must chair a minimum of one sub-committee.

2) Vice Chair

- a) Serves as the Chair in the absence of Chief Executive Officer.
- b) Develops, implements, and manages strategic efforts for maintaining representative membership.
- c) Verifies and reports on all SA elections in conjunction with the SA Advisor.
- d) Has signature authorization in the absence of the Chair for budgetary expenditures.
- e) Coordinates SA sub-committees.

- f) Works closely with the Chair in the business and operation of the Students' Association.
- g) Organizes and oversees the election of officers.
- h) Must chair a minimum of one sub-committee.

3) Treasurer

- a) Responsible for preparing and having budget approved by officers and SA Advisor by LANL fiscal year end (September 30) for the following year.
- b) Manages the finance and business operations of the Students' Association.
- c) Collects and documents any and all financial expenditures.
- d) Provides a monthly treasury report.
- e) Assumes the position of Chair in the absence of the Chair, and the Vice Chair.
- f) Must chair a minimum of one sub-committee.

4) Secretary

- a) Responsible for preparing and distributing the student newsletter.
- b) Documents minutes from SA business meetings.
- c) Responsible for sharing communications directly with students.
- d) Assists webmaster in developing, creating, updating, and announcing student events and activities.
- e) Works directly with the webmaster to ensure full distribution of communication.
- f) Assumes the position of the Chair in the absence of the Chair, Vice Chair, and Treasurer.
- g) Must chair a minimum of one sub-committee.

5) Webmaster

- a) Responsible for maintaining the SA website and is responsible for posting student communications, information, and activities.
- b) Works with SA Officers to provide information to students via the SA website.
- c) Serves as Chair in the absence of Chair, Vice Chair, Treasurer, or Secretary.
- d) Must chair a minimum of one sub-committee.

Article VII: Elections

Section A: Positions of Officer

Officer positions include: Chair, Vice Chair, Secretary, Treasurer, and Webmaster. Other officer positions may be implemented as SA expands. Development of new positions must be proposed and approved to include a written document of roles and responsibilities. Must be presented to SA Advisor and SPAC.

Section B: Voting Rights

Each member of the Students' Association may cast one vote per office. The current Vice Chair and sub-committee members shall tally and verify votes. Names will be sent to the SA Advisor for verification. Upon verification the Chair will announce the new officers.

In the absence of a Vice Chair the next highest ranking officer will coordinate the elections.

Section C: Officer Nomination Process

SA will send announcements to students seeking officer nominations along with roles and duties of each position. This will be done two weeks prior to the voting date. Biographies are required of all nominees. Biographies should include brief personal background information, academic field, status (UGS/GRA), interest in serving on SA, qualifications, and SA goals (see example on webpage).

Section D: Nominations

Any member of SA who satisfies the student eligibility requirements including approval from their mentor may be nominated for an officer position.

- Nominations will be sent to the SA Vice Chair no earlier than the second week of June.
- The Vice Chair will assure that the nominees meet all requirements for the office to which they are nominated.

Section E: Special Elections

In the event of a special election, the Executive Board will set the nomination and election schedule. In the event that an officer position was not filled during the regular election, a special election will take place. New officers are responsible for the election and increasing SA participation.

Special elections can also take place in the event of:

- An officer no longer being eligible to serve (i.e. no longer attending school, or not involved in a student program).
- Inactive officers (i.e. not meeting requirements of the position or maintaining active communications with other officers).

Section F: Process/Time Period

- Elections will take place in July and announced in early August.
- Nominations will be posted for two weeks: one week each for biography submission and mentor approval.
- Voting will be held for three business days and two days for tallying and verification of votes by SA Vice Chair, subcommittee members, and SA Advisor.

Section G: Vacancies

Voting will be held electronically, names and Z numbers will be verified via a spreadsheet generated by data warehouse. SA Advisor will be responsible for getting this data. The winners will be announced by the SA Chair (or appointee) and no other information is required to be disclosed.

Article VIII: Committees

Section A: Established Committees

The Students' Association shall have five standing committees:

- Elections

- Student Discount Cards
- Student Breakfast
- GRA Activities
- Student Picnic
- Year Round Activities
- Students' Association Centrally Located Office
- Student Meeting with Administration (SPAC, Bill Press, and Director)
- Outreach Campaign

Committees shall meet as needed to accomplish the desired goals. Other standing committees may be developed as needed.

Section B: Committee Membership

Participation on any committee is encouraged and open to all students.

Section C: Committee Chair

The members of the committee elects a chair of the respective committee. Committee chairs must be available during the event time period. The chair will direct and coordinate committee activities. The committee chair provides updates to the SA Executive Board during Executive Meetings.

Section D: Committee Responsibilities

Include, but are not limited to:

- *Communication:* Assists the Executive Board in keeping strong lines of communication between students and SA.
- *Professional Development:* Proposes ideas and activities for student professional growth and development.
- *Community Activities:* Generates social and community service activities for members of SA to participate in at LANL and within the community.
- *Away from LANL:* Keeps short-term students informed with SA during the times they are away from LANL.
- *Orientation:* Provides information to be distributed to new and returning students.

Section E: Ad-hoc Committees

If there is a need for a new committee, an ad hoc committee can be formed in one of three ways:

- Proposal by an active member and approval by the Executive Board.
- Proposal by an active member and approval by 2/3 majority vote of members in attendance.
- Declaration of the Executive Board.

A member of SA may propose the formation of an ad hoc committee during the new business portion of a business meeting. The proposal must state the purpose and task of the new committee, a suggested chair, and a compelling reason why the current infrastructure cannot adequately perform the tasks of the proposed committee. The ad hoc committee chair will be selected amongst the active members.

Article IX: Dues, Fees, and Finance

There shall be no membership dues for the Students' Association. Funding for social and educational activities shall be determined on an "as-needed" basis and shall be coordinated by the Treasurer. All officer positions in SA are considered voluntary, no monetary compensation will be provided.

Article X: Business Meetings

Section A: Regular Business Meetings

A business meeting is defined as the regular meeting of the Students' Association at a time that is agreeable to all SA Officers. All other meetings (committee meetings, social events, etc.) do not constitute business meetings. A business meeting may be called by petition of fifty (50) members of the Students' Association.

Section B: All Hands Meetings

All Hands Meetings will be held quarterly (January-March, April-June, July-September, and October-December) and coordinated by the SA Secretary in conjunction with the other officers. All Hands Meetings are to bring the student body together to discuss student issues and needs at LANL.

Article XI: Amendments

The Constitution and By-laws may be amended by a majority vote of Students' Association Officers and should be reviewed for amendment yearly, approved by the SA advisor and SPAC, and posted on the website.

Article XII: Disclaimer

The Students' Association disclaims responsibility for the actions and personal opinions of individual members who are in violation of either Students' Association and/or LANL policies and procedures. All members, by attending Students' Association events or activities, release the Students' Association and LANL for liabilities in the event of accident of injury or as a result of these events of activities. All Students' Association off-site activities (i.e. student picnic) must comply with all Laboratory Safety and Security Administrative policies. SA has the right to post information about social, education, professional development, and LANL or community events even though they may not be LANL sponsored.

Article XIII: Student Programs Advisory Committee (SPAC)

SPAC provides guidance to SA, EPO, and other LANL organizations about matters pertaining to student issues. SA informs SPAC about proposed activities, plans, directives, and concerns.

The Chair of the Students' Association is a voting member of SPAC. It is the intent of both SA and SPAC to work together in a cooperative manner to ensure the quality of the student experience at LANL. SPAC shall serve as a mentor to SA. The Chair or the

appointee is required to attend and participate in all SPAC meetings and activities. A SPAC representative is encouraged to attend SA Executive meetings to provide support.

Article XV: Science and Technology Base (STB) Oversight and Support

The Students' Association is overseen by the Science Technology Base-Education Program Office (STB-EPO), which has oversight over all SA activities. The Chair of the Students' Association shall inform the SA Advisor who is part of STB about proposed activities. The Treasurer shall submit a budget proposal to the SA Advisor by September 30 (end of fiscal year). As the sponsoring organization, STB insures all Students' Association off-site activities comply with all Laboratory Safety and Security Administrative policies. Furthermore, STB reserves the right to approve or disapprove any Students' Association activity that places liability upon the Laboratory. It is the intent of both SA and STB to work together in a cooperative manner to ensure a high quality student experience at LANL. STB shall assist/intercede in SA voting for officers if there is a discrepancy which needs to be resolved.

Article XVI: University of California-Office of the President (UCOP)

The UCOP addresses issues that affect the UC-LANL contract. SA's relationship with the UCOP is informal; nevertheless, valuable advice and assistance is provided by the UCOP staff.